How to Apply

Submit resume to **info@downtowndelraybeach.com**. For questions, call 561-243-1077.

Job Posting

Delray Beach Downtown Development Authority

Delray Beach, Florida

Strategic Operations Manager	**$80,000–$90,000**

Position Overview

The Strategic Operations Manager is responsible for the day-to-day administrative, governance, and financial oversight functions of the DDA. This role ensures the organization runs efficiently and that the Executive Director and board are fully supported. Supervises the Finance Administrator and Safety Ambassadors.

Organizational Leadership and Executive Support

- Partner with the Executive Director to translate the DDA's strategic direction, annual business plan, and Board priorities into staff work plans, budgets, schedules, and measurable deliverables.
- Lead day-to-day operational coordination across the organization; align staff responsibilities, identify resource needs, and address issues that affect service delivery or program execution.
- Coordinate team meetings, shared planning calendars, and progress reviews; track assignments and provide the Executive Director with timely updates and recommended solutions.
- Supervise service providers, establish expectations, support professional development, and promote accountability and collaboration across the team.
- Prepare analysis, recommendations, and supporting information for executive decisions; flag financial, operational, staffing, and contractual concerns early.
- Serve as the Executive Director's operational designee during absences and represent the DDA at meetings when authorized, within delegated authority and adopted policies.

Board Support and Governance

- Work with the Executive Director and legal counsel to prepare Board agendas, meeting packets, reports, and recommendations that clearly present operational matters and requested actions.
- Facilitate and coordinate with the city staff on all public meetings and facility logistics
- Prepare all board meeting materials and record management
- Oversee meeting notices, logistics, minutes, records, and website postings; coordinate required governance procedures with legal counsel.
- Track Board actions, resolutions, and assignments; coordinate implementation with staff and report progress to the Executive Director and Board as directed.
- Support Board member orientation and committee work, including preparation of background materials and follow-up on operational initiatives.

Administrative Operations

- Work with the Executive Director and Finance Administrator to develop annual budgets, and prepare financial reporting
- Oversee financial workflows, purchasing, invoice review, revenue documentation, and contract administration; maintain clear approval procedures, supporting records, and separation of duties.
- Coordinate procurement and competitive solicitations, including scopes of work, RFPs, vendor evaluation support, and renewal tracking in accordance with adopted policies.
- Manage administration, including recruitment coordination, onboarding, benefits, personnel records, and policy implementation training.

- Oversee office systems, technology, facilities, records management, and document retention; improve workflows and maintain reliable information for staff and leadership.
- Coordinate special district reporting, public records responses, required filings, insurance documentation, and compliance calendars with the Executive Director and appropriate professional advisers.

Downtown Programs and Facility Operations:

- Coordinate operational support across marketing, business development ensure resources are aligned.
- Work with the Executive Director, District Engagement Manager and Old School Square staff to coordinate operational needs for the Cornell Art Museum, Amphitheatre, and Vintage Gym, and Visitor Information Center including facilities, vendors, administrative systems, and program support.
- Track operational requirements, reporting deadlines, and deliverables under the City agreement for Old School Square; coordinate supporting information for business plans and reports.

Qualifications

- Bachelor's degree in public administration, business administration, nonprofit management
- 5+ years of progressively responsible experience in organizational operations, public administration, nonprofit management
- Demonstrated ability to serve as a senior leadership partner, manage competing priorities, exercise sound judgment, and carry plans through to completion.
- Experience with budgeting, financial oversight, purchasing, vendor contracts, human resources administration, and internal controls.
- Strong written and verbal communication skills and the ability to work effectively with staff, elected officials, business owners, and community partners.
- Proficiency with office technology, financial reporting tools, shared project systems, and records management; ability to handle sensitive information with discretion.

How to Apply:
If you meet these qualifications, please provide your professional resume and references via email to info@downtowndelraybeach.com and call 561-243-1077 if you have any questions.